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**CHILD PLACING AGENCY LETTER 2006-01**

**TO:** Child Placing Agencies and Family Courts that Certify Foster Homes

**SUBJECT:**

- Changes in Foster Home Licensing Terms
- Initial Service Plans for Foster Children
- Retention of Adoption Files in the CPA

**EFFECTIVE DATE: Immediately**

## CHANGES IN FOSTER HOME LICENSING TERMS

Based on requests from agencies and other entities of state government, some of the available terms of a foster home license have been modified and additional terms have been added. The changes better describe the types of children a foster home may accept or specific types of services that the foster parent is qualified to deliver. The new terms have already been entered into the OCAL database and will print on any turnaround OCAL 3706 that is generated. New OCAL 3706 documents do not need to be submitted to correct the terms that are currently there. Any needed changes should be made when there is a need to complete another transaction.

All terms for a foster home have been defined. There is an attachment to this letter containing all of the definitions. Terms that have been changed are:

- Emotionally Disturbed Child has been changed to Child With Mental Health Diagnosis
- Delinquent-Sex Offense has been changed to Sex Offender-Child
- Fetal Alcohol Infant has been changed to Fetal Alcohol Child
- Respite Care has been changed to Short Term Substitute Care

Terms that have been added are:

- ADHD Child
- Respirator Dependent Child
- Medication Administration
- Special Education Child
- DCH-Therapeutic Care (NOTE: This term may only be used by agencies under contract to the Department of Community Health for Therapeutic Foster Care.)

## SERVICE PLANS FOR FOSTER CHILDREN

There has been confusion regarding what is required to comply with child placing agency rule 400.12418 when a foster child's case is moved from one child placing agency to another and when updated service plans are due. The rule states:

### **R400.12418 Service plans, initial and updated.**

- (1) An agency shall complete written service plans for each child as follows:**
  - a. Within 30 calendar days after the initial placement by the agency.**
  - b. Within 90 calendar days after the initial service plan and at least once every 90 calendar after the initial service plan.**

For subpart (1), if the responsibility for the child's case moves from one agency to another, there must be some kind of new plan in the child's file within 30 calendar days after the change. It does not have to be a complete Initial Service Plan, but must address why the case was transferred, whether the new worker/agency agrees with the previous case plans, and any changes since the last plan was written. History from previous plans may be referenced in this plan.

If the initial service plan is not completed within the required 30 days, the due date for the first updated service plan will be based on the actual date the ISP was completed, not the date it was due. The intent of the rule is that there will not be more than 90 days between updated service plans. A USP may be completed in less than 90 days, but is not on time if it is completed more than 90 days from the previous plan.

## **RETENTION OF ADOPTION FILES IN THE CPA**

Agencies are expected to retain both child and family adoption files onsite for a minimum of one year to ensure that the files are available for review by the consultant during the annual onsite evaluation.

Sincerely,

James B. Gale, Director  
Office of Children and Adult Licensing

## **OCAL 3706-DEFINITIONS OF SERVICE TYPES**

General Care – foster child requires no special care or intervention from the foster parents beyond age appropriate needs

Relative Only – foster child(ren) and foster parent(s) are related as defined in Act 116

Specific Child Only – foster parent(s) license is to care for specific foster child(ren) only

Intensive Care – foster child requires special care or intervention beyond age appropriate needs

Sex Offender – Child – foster child has a history of sexually perpetrating-adjudication for a sexual offense is not needed

Emergency Shelter Care – foster parents willing to care for foster child(ren) with little or no notice/information about the child(ren). The identification of a foster parent as available for emergency shelter does not negate the agency and foster parents' responsibility to be in compliance with foster home rules including capacity and borrowed bed rules, if applicable.

Child with Mental Health Diagnosis – foster child has been diagnosed by a professional licensed to diagnose mental illness

Sexually Abused Child - foster child has a history of having been a victim of sexual abuse

Physically Aggressive Child – foster child has a history of being physically aggressive with adults and/or children

Physically Handicapped Child – foster child has a physical handicap

Developmentally Disabled Child – foster child has been diagnosed by a licensed professional with a developmental disability

Bed Wetting Care – foster child wets the bed beyond age appropriate timeframes

Runaways – foster child has a history of truanting from home/placements

Medical Needs Child – foster child has routine medical needs beyond general care

Medically Fragile Child – foster child has a medical condition which could be life threatening

HIV/AIDS Child - foster child is infected with the HIV/AIDs virus

Fetal Alcohol Child – foster child was born with fetal alcohol syndrome

Pregnant Teen – foster child is pregnant

Delinquent, Status – foster child has been adjudicated delinquent for a status offense

Delinquent, Property – foster child has been adjudicated delinquent for crimes related to property

Delinquent, Person – foster child has been adjudicated delinquent for crimes against people

Short Term Substitute Care – foster parent(s) is/are willing to care for children for short lengths of time

Drug Addicted Child – foster child has an addiction to drugs or alcohol

Fire Setting Child – foster child has a history of setting fires

Give Injections – foster parent(s) is/are trained to be able to give injections to a foster child

Cross Racial – foster parent(s) expresses willingness to foster children of a different race and/or culture from their own

Special Education Child – foster child requires special education services

ADHD Child – foster child has been diagnosed with Attention Deficit Hyperactivity Disorder

Respiratory Needs Child – foster child has a medical condition that affects breathing, such as asthma

DCH Therapeutic Care – May only be licensed for a maximum capacity of 1 child and used by agencies under specific contract to the Department of Community Health.

Medication Administration – foster parent(s) is/are able to routinely administer medication to a foster child

Special Education Child- foster child has been classified as a special education student by the school district